



ARIZONA FIRE & MEDICAL AUTHORITY

GOVERNING BOARD REGULAR MEETING AGENDA

TUESDAY, JULY 24, 2018

Pursuant to A.R.S. §38-431.02, notice is hereby given to the members of the Arizona Fire & Medical Authority (AFMA) Governing Board and the general public that the Arizona Fire & Medical Authority will hold a meeting on Tuesday, July 24, 2018 at 1:00 p.m. The meeting will be held at the **Maricopa County Board of Supervisors Auditorium, 205 West Jefferson Street, Phoenix, Arizona**. Members of the Governing Board will attend either in person, telephonically, or by video conference. The Board June vote to go into Executive Session on any agenda item, pursuant to ARS 38-431.03(A)(3) for discussion and consultation for legal advice from the Authority's Attorney on matters as set forth in the agenda item. The following topics and any variables thereto will be subject to Board consideration, discussion, approval, or other action. All items are set for possible action.

1. CALL TO ORDER / ROLL CALL OF BOARD MEMBERS / AFFIRMATION OF QUORUM
2. PLEDGE OF ALLEGIANCE TO THE FLAG OF THE UNITED STATES OF AMERICA
3. RECOGNITION

- A. Former Assistant Chief Troy Maloney
- B. Assistant Chief Mark Burdick and Deputy Chief Eric Kriwer - Promotion

4. CALL TO THE PUBLIC

The Chairman shall announce this portion of the Authority Board meeting as a Call to the Public which is for public input/comment. The Chairman shall ask those wishing to address the Board to raise their hand so they June be recognized. They must state their name and address for the record. Individuals addressing the Board are typically limited to three minutes for their comments. The Governing Board cannot discuss or take legal action on any issues raised during the Public Forum unless they are agendized due to restrictions of the Open Meeting Laws. However, individual Board members June be permitted to respond to criticism directed to them. Therefore, pursuant to A.R.S. 38-431.01(H), action taken as a result of public comment on non-agendized topics will be limited to directing staff to study the matter, responding to any criticism, or scheduling the matter for further consideration and decision at a later date. If warranted, issues raised June be placed on the agenda of a future meeting.

5. FINANCIAL SUMMARY AND REPORTS

- A. Arizona Fire & Medical Authority Financial Report for June 2018 – Finance Manager Diane Goke.

6. CONSENT AGENDA

All matters listed under Consent Agenda are considered to be routine by the Arizona Fire & Medical Authority Board and will typically be enacted by one motion. There will be no separate discussion on these items. If discussion is desired, that item will be removed from the consent agenda and considered separately for discussion and possible action.

- A. Approve Monthly Financial Report for June 2018
- B. Approve Regular Board Meeting Minutes – June 26, 2018
- C. Approve Executive Session Board Meeting Minutes – June 26, 2018

7. CURRENT EVENTS SUMMARIES AND REPORTS

Current Event Summaries are regarding current activities of the District or Authority and the status and progress related thereto.

- A. Emergency Services / EMS / Health and Wellness / Training Divisions – AFMA Current Event Summary for June 2018 – Assistant Chief Tim Van Scoter
- B. Community Risk Management / Support Services / Technical Services Divisions – AFMA Current Event Summary for June 2018 – Assistant Chief Mark Burdick
- C. Administrative / Human Resources / Financial Services Divisions - AFMA Current Event Summary for June 2018 - Assistant Chief Mary Dalton
- D. Correspondence Review – Correspondence received or sent by the Authority which would be of interest to the Governing Board will be reviewed by the Board Clerk
- E. Arizona Fire & Medical Authority Chapter of The United Sun Cities Firefighters Association – International Association of Firefighters Local 3573 Updates

8. REGULAR BUSINESS

Public Comment: Public comment/input is welcomed after each agenda item of Regular Business. Individual comments are limited to three minutes per individual and must pertain to the specific agenda item.

- A. Discussion Related to Employee Recognition and Awards Banquet
- B. Discussion Related to Disaster Preparedness/Emergency Planning
- C. Discussion Related to Wildland Program Updates
- D. Discussion and Possible Action Related to Office Space Lease
- E. Discussion and Possible Action Related to Surplus of 1996 Wheeled Coach Ambulance
- F. Discussion and Possible Action Related to Approval of Contract with International Medical Direction for Administrative and Online Medical Direction
- G. Discussion and Possible Action Related to Lease Agreement Between Arizona Fire & Medical Authority and HeartFit for Duty for Use of Arizona Fire & Medical Authority Health Center
- H. Discussion and Possible Action Related to Regional Wireless Cooperative Network Intergovernmental Agreement Updates
- I. Discussion and Possible Action Related to Acceptance of Federal Emergency Management Agency (FEMA) Grant
- J. Discussion and Possible Action Related to Future Board Meeting Frequency and Location
- K. Discussion and Possible Action Related to Policy Manual Policy Updates
 - a. Discussion Related to Policy Manual Policy Updates Related to the Name Change:
 - 1. Policy No. 1.01 Mission, Vision & Value Statements
 - 2. Policy No. 3.01 Introduction to the Policy Manual
 - 3. Policy No. 4.03 Constructive Discharge
 - 4. Policy No. 4.04 Standards of Conduct
 - 5. Policy No. 4.05.10 Harassment / Sexual Harassment
 - 6. Policy No. 4.05.20 Equal Employment Opportunity
 - 7. Policy No. 4.05.30 Americans with Disabilities Act
 - 8. Policy No. 4.06 Classification / Job Description Plan
 - 9. Policy No. 4.07 Workplace Violence
 - 10. Policy No. 4.10 Outside Employment / Activities
 - 11. Policy No. 4.11 Fire Chief Job Description
 - 12. Policy No. 6.01 Vacation Leave
 - 13. Policy No. 6.05 Family and Medical Leave Act
 - 14. Policy No. 6.07 Jury Duty / Court Appearances

15. Policy No. 6.10 Time Off to Vote
16. Policy No. 6.11 Bereavement Leave
17. Policy No. 6.12 Workers' Compensation
18. Policy No. 6.13 Light Duty Assignment
19. Policy No. 6.15 Pregnancy & Pregnancy Related Medical Condition
20. Policy No. 6.17 Personal Leave (With or Without Pay)
21. Policy No. 7.01.01 Pay Periods/Paycheck Distribution
22. Policy No. 7.04 Personal Finances / Wage Assignments / Garnishment
23. Policy No. 7.05 Classification / Job Description Plan
24. Policy No. 7.06 Employment Categories
25. Policy No. 7.10 Group Health/Dental Insurance
26. Policy No. 7.10.01 Continuation of Health Coverage / COBRA
27. Policy No. 7.12 Life/Long Term Disability / Cancer Insurance
28. Policy No. 7.14 Educational Assistance
29. Policy No. 7.18 Medical Expense Reimbursement Plan
30. Policy No. 7.19 Uniform Allowance
31. Policy No. 7.20 Employee Service Recognition
32. Policy No. 7.22 Supplementary Stipends, Allowances
33. Policy No. 7.23 401(A) Program(s)
34. Policy No. 8.01.03 Employee Benefit Liability Account
35. Policy No. 8.07 Check Processing
36. Policy No. 8.09 Charge Accounts
37. Policy No. 8.11 Purchase of Used Goods
38. Policy No. 8.13 Cash Receipts
39. Policy No. 8.14 Performance Bond
40. Policy No. 8.16 Competitive Bidding Process
41. Policy No. 8.17 Determination of Lowest Resp. Bidders
42. Policy No. 8.22 Arizona State Retirement System / Alternate Social Security Plan
43. Policy No. 8.23 Deferred Compensation Program
44. Policy No. 8.25 Authority Prop. Stewardship & Capitalization
45. Policy No. 8.28 Public Records Request Procedure
46. Policy No. 8.30 Solicitation & Distribution / Political Activity
47. Policy No. 8.33 Donations, Discounts, & Gratuities
48. Policy No. 8.34 Grants

b. Discussion and Possible Action Related to Policy Manual Policy Updates Related to Change in Process and/or Procedure:

1. Policy No. 2.01 Organizational Governance & Authority
2. Policy No. 3.02 Policy Manual Advisory Committee
3. Policy No. 4.02 Employment-At-Will
4. Policy No. 6.09 Educational Leave
5. Policy No. 6.14 Flex Time
6. Policy No. 7.13 Longevity Compensation Program
7. Policy No. 7.15 Travel Expense - Policy deleted and pertinent information combined with Policy 8.24 Training & Travel Expenses
8. Policy No. 7.16 Purchasing / Request for Reimbursement
9. Policy No. 7.21 Domestic Partners

10. Policy No. 7.24 Post Employment Health Plan
11. Policy No. 8.01.01 Annual Budget & Fiscal Planning
12. Policy No. 8.01.02 Capital Improvement Plan
13. Policy No. 8.02 Purchasing Policy
14. Policy No. 8.18 Operating Account Procedure
15. Policy No. 8.19 Payroll Account Procedure
16. Policy No. 8.21 Public Safety Personnel Retirement System
17. Policy No. 8.24 Training & Travel Expenses
18. Policy No. 8.26 Surplus Property
19. Policy No. 8.27 Records Management and Retention
20. Policy No. 8.29 U.S. Flag Protocols
21. Policy No. 8.31 Ambulance Revenues & Receivables
22. Policy No. 8.32 Fire Corps.

9. SUGGESTED ITEMS FOR FUTURE BOARD MEETING AGENDAS

CURRENTLY SCHEDULED BOARD MEETINGS FOR AUGUST 2018: To be determined

10. ADJOURNMENT

A copy of the supplemental agenda materials provided to the Board members (with exception of materials relating to executive sessions) is available for public inspection at the Authority Administrative Office at least 24 hours prior to the meeting. Those materials are also available during the board meeting.

The Arizona Fire & Medical Authority Board meeting locations are accessible to the handicapped. In compliance with the Americans with Disabilities Act (ADA), those with special needs, such as large-type face print or other reasonable accommodations may request those through the Arizona Fire & Medical Authority Administrative Offices at (623) 544-5400 at least 24 hours before the meeting.